

# Retention and Classification Report

**Agency:** Department of Workforce Services. Park City Employment Center  
(2883)  
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Park City, UT 84068-0697  
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## Records Officer

10925 Case management files  
13692 Provider files

**AGENCY:** Department of Workforce Services. Park City Employment Center

**SERIES:** 10925

3

**TITLE:** Case management files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are complete case histories of clients receiving services provided by or through a Family Support office (OFS). Programs are funded by the Department of Human Services and/or local discretionary funds.

**RETENTION:**

Retain 5 years provided case not reopened.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 09/29/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided case is not reopened, audit or litigation pending.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the needs expressed by the agency for the purpose of conducting audits. All documents filed with the court are a matter of public record and can be obtained from the court.

**AGENCY:** Department of Workforce Services. Park City Employment Center

**SERIES:** 10925

**TITLE:** Case management files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. Psychological and psychiatric information

**AGENCY:** Department of Workforce Services. Park City Employment Center

**SERIES:** 13692

3

**TITLE:** Provider files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Contracts, applications, licensing data, and provider information for services of programs offered through the division. Information includes day care providers and licenses, occupational preferences and licenses, and social security number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

**AUTHORIZED:** 02/17/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no pending litigation.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Private